

**Transport Subsidy Application Form**

Please complete this form to apply for a transport subsidy towards the cost of your

group attending What Career Live? and What University Live? 2018.

I would like to apply for a transport subsidy for the following event(s):

☐ 2 & 3 March 2018, NEC, Birmingham

☐ 23 & 24 March 2018, ACC, Liverpool

To be eligible you must adhere to the following conditions:

• Groups attending the Birmingham event must be travelling from the regions outside the West or East Midlands\* in the UK to apply and receive funding.

• Groups attending the Liverpool event must be travelling from outside Merseyside and neighbouring counties (subject to approval)\*\* in the UK to apply and receive funding.

• A group of 40 or more needs to be registered and attend What Career Live? and What University Live? on either 2 or 3 March at the NEC, Birmingham, or 23 or 24 March at the ACC Liverpool. This can include students, advisors (teachers, lecturers or other) and accompanying adults. The transport subsidy will be paid based on the number that attend (i.e if 40 people are registered for the event and 33 attend; no subsidy will be paid).

• Subsidies are only available for groups of students from Year 11 and above.

|  |  |
| --- | --- |
| School/college name |  |
| Address for cheques to be sent to |  |
| Payee name for the transport subsidy  cheque (Organisation only not  individuals name) |  |
| Date of visit |  |
| Session time |  |
| Number in group |  |
| Main contact name |  |
| Main contact telephone number |  |
| Main contact email address |  |

Please email this form to [whatlive@vmgl.com](mailto:whatlive@vmgl.com) with the subject ‘Transport Subsidy Application’.

**Terms and Conditions for Transport Subsidies**

• Only visitors (students, teachers, non-­‐teaching staff and other accompanying adults) attending as part of a registered group (minimum 40) from outside the East and West Midlands for the Birmingham event, or the Merseyside region for the Liverpool event are eligible to apply for a transport subsidy.

• All claims must meet the minimum group number criteria of 40 attendees.

• Transport subsidies can be applied for by downloading a form via the website and sending it to [whatlive@vmgl.com](mailto:whatlive@vmgl.com)

• If the booking is cancelled, the group must cancel their transport subsidy by contacting [whatlive@vmgl.com](mailto:whatlive@vmgl.com)

• \* Any group claiming the transport subsidy must be travelling from outside the West or East Midlands in the UK. The East Midlands includes Derby, Derbyshire, Leicester, Leicestershire, Lincolnshire, Northamptonshire, Nottingham, Nottinghamshire, Rutland. The West Midlands includes Birmingham, Coventry, Dudley, Herefordshire, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-­‐on-­‐Trent, Telford and Wrekin, Walsall, Warwickshire, Wolverhampton and Worcestershire.

• \*\* Any group claiming the transport subsidy must be travelling from outside of Merseyside; travel from neighbouring counties including Lanashire, Greater Manchester and Cheshire are subject to approval. For any specific enquiries regarding this policy please contact us.

• Any group claiming a subsidy must submit an application no later than Friday

23 February 2018 for the Birmingham event and Friday March 16 2018 for the Liverpool event. Applications received after this date will not be processed.

• Subsidies will be based on the actual number of visitors who attended the event. This will be determined by scanning the eTickets of attendees on entry to What Career Live? and What University Live?

• Cheques will be sent and made payable to the group name listed on the claim form. If cheques need to be re-­‐issued a charge will be incurred.

• Incomplete or incorrectly completed claim forms will not be processed. It is the responsibility of the school or college provider to contact the event organisers

if no response regarding reimbursement is received.

• Registered groups reserving a travel subsidy who do not attend without cancelling their booking will result in their school/college becoming ineligible for the transport subsidy.

• Cheques will be sent out after the event to groups that have successfully qualified.

• Transport subsidies are subject to availability and offered on a first-­‐come, first-­‐

served basis.